

**ADMINISTRATIVE - INTERNAL USE ONLY**

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10 JUL 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : IG Report on the Office of Personnel

1. The substance of the Inspector General's recommendations for the Salary and Wage Division is the broadening of responsibilities to include organizational review and manpower utilization, review of proprietary pay systems, and increases in staff and budget to permit more adequate coverage of the increased responsibilities.

2. The recommendations are obviously conducive to good management since they are essential in any well-run organization, and the Division is better equipped and experienced to carry them out than other components. To institute these recommendations the Staffing Complement has already been increased by three positions and we are in the process of selecting individuals for assignment. Also, plans are being formulated for more systematic surveying of Agency activities. The travel funds for Fiscal Year 1965 have been increased over 1964, and a still greater increase has been proposed for Fiscal Year 1966.

3. A proposed functional statement, including responsibilities recommended and to a considerable extent presently being performed, has been developed. I do not believe the functions conflict with any functions of the Plans and Review Staff. PRS is a staff arm of the Director of Personnel, with responsibility for activities which do not logically fall within the scope of functions of any one division, although it relies on the various divisions for specialized substantive assistance.

4. The new designation proposed for the Division, "Personnel Management Division", seems too broad even for the proposed new functions. It is more properly descriptive of the functions of the Director of Personnel. I believe that a broader and more descriptive title is desirable, however, since "Salary and Wage" seems unduly restrictive. I would prefer to defer any decision on renaming the Division.

STATINTL

  
Chief, Salary and Wage Division

Attachment:  
Proposed Functional Statement

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